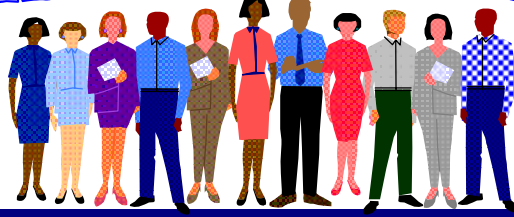


Personnel Issues & You



UPPS Newsletter 2002-9

September 1, 2002

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Frankfort, Kentucky 40601*

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Carol M. Palmore
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<http://personnel.ky.gov/pershome.htm>*

OPEHI – Open Enrollment News

Open Enrollment for Plan Year 2003 has been scheduled for September 16th through October 4th. Applications are due to Office of Public Employee Health Insurance on October 18th.

Distribution Schedule

The Office of Public Employee Health Insurance is in the process of scheduling distribution of Open Enrollment materials. The OPEHI has determined the number of materials to be shipped to each location from enrollment information obtained from our health insurance database. All agencies will receive an adequate number of applications and health insurance handbooks to use during Open Enrollment and throughout the year for new hires.

Distribution is scheduled for September 3rd thru September 6th.

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OPEHI Forms Update

The Office of Public Employee Health Insurance has posted many of the forms found in our Administration Manual on our website for your convenience. These forms can be downloaded, printed and reproduced as necessary.

The forms library can be found at <http://personnel.ky.gov/>.

Benefit Fair Schedule Revision

In memory of those lost on September 11, 2001, all benefit fairs planned for September 11, 2002 have been rescheduled. The Breathitt County Fair has been rescheduled to September 9th and the Laurel County Fair has been rescheduled to September 12th.

Health Insurance Application Revision

The 2003 Health Insurance Application has been revised. The dependent page will again be attached to the application for 2003, however, the dependent page is the last page of the application and can be removed if not needed.

The sections have been re-numbered as well. The signature section for the application is now Section VI. If employees choose to waive coverage for 2003, they must complete Sections I, V and VI.

State Employee Contribution

For employees who waive coverage and enroll in a flexible spending account, the state contribution for 2003 will be \$234. For employees enrolling in health insurance, the contribution will be the cost of the lowest priced single Option A plan in the county in which they select coverage.

COBRA – Aetna US Healthcare

COBRA Open Enrollment materials for all persons currently continuing coverage through AETNA US Healthcare will be mailed from the Office of Public Employee Health Insurance. All persons enrolled in AETNA will be required to change to another carrier for Plan Year 2003. All other carriers will be required to mail Open Enrollment materials to persons currently enrolled in COBRA through their plan.

If you have any questions regarding COBRA distribution, please contact Clara Serafini at (888) 581-8834 or (502) 564-0354.

Contiguous County Legislation

Legislation enacted by the 2002 General Assembly identified 17 hospitals in 15 counties in Kentucky in which a specified list of services are provided. If an employee both lives **AND** works in a county that is contiguous to one of those 15 identified counties, the employee may choose a plan that is available in that contiguous county. The employee will receive the contribution for the county in which coverage is selected. The employee must mark "contiguous" on their application if they elect to take this option.

There is a color-coded map located on our website at <http://personnel.ky.gov/opehi.htm> that identifies the 15 counties in yellow and all contiguous counties in blue. Select the Availability by Contiguous County link under "2003 Benefit Information". The map is downloadable and is useful in explaining the contiguous counties to your employees.

PERSONNEL CABINET TELEPHONE LISTING, SEPTEMBER 2002

OFFICE OF THE SECRETARY, SUITE 516, (4-7430) CAROL M. PALMORE Lisa Wilhoite, x 2019 Margaret Daniel, x 2218		
OFFICE OF ADMINISTRATIVE & LEGAL SERVICES DIRECTOR'S OFFICE (4-7430) Charice Hawkins, x 2030 Dave Holzwarth, x 2212 Burr Lawson, x 2217 Linda Wilson, 4-7409, x 2020 Theresa Wood, x 2210 ADMIN. SERVICES Walt Gaffield, 4-7409, x 2226 Paula Groves, 4-7409, x 2119 Elinda Manley, 4-7409, x 2214 Lisa Wilson, 4-7409, x 2222 STATE EEO Jamille Smith, x 2221 Bruce Trent, 573-0318, x 241 GENERAL COUNSEL Sue Britton, x 2213 Dan Egbers, 4-7430		
SYSTEMS MANAGEMENT (ROOM 529, 4-0198) Brad Atkinson, x 2526 Jeanne Campbell, x 2723 Diane Collins, x 2560 Connie Gregory, x 2101 Travis Humphries, x 2725 Neal Lanham, x 2146 Susan Stinnett, x 2737 Joanna Warhus, x 2740 Beverly Wilhoite, x 2741 Ferlin Wright, x 2542 Vacant x 2523 Computer Room, x 2520, 2600, 2524		
OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE ROOM 501 (4-0358) DIRECTOR'S OFFICE Jackie Beach, x 2127 Tonya Brown, x 2133 J.R. Dobner, x 2228 Carl Felix, x 2130 Jill Hunter, x 2161 Sharley Hughes, x 2116 Lesia Layson, x Marsha Morris, x 2132 Angie Whitaker, x 2160 MEMBER SERVICES ROOM 501 (4-6534) 888-581-8834 Glenn Brothers, x 2150 Cindy Dempsey, x 2162 Sylvia Genest, x 2166 Sharon Gilbert, x 2176 Merla Graves, x 2159 Mae Green, x 2177 Jerry Jones, x 3142 Kathryn Molen, x 2163 Susan Popp, x 2168 Clara Serafini, x 2164 Sandra Shelton, x 2137 Hannah Stanfield, x 2167 ENROLLMENT INFORMATION ROOM 503 (4-1205) Melinda Broughton, x 2179 Paula Chisholm, x 2172 Bess Crawford, x 3136 Reina Diaz-Dempsey, x 3130 Cheryl Gay, x 2147 J.D. Hill, x 2148 Sabrena Hockensmith, x 2169 Lynn Litzler, x 2178 Philip Luckett, Sr., x 2175 Vickie Poole, x 2173 Jack Renfro, x 2165 Teresa Shipley, x 2174 Shara Tingle, x Jeffrey Wiley, x 2148 Sean Room, x 2148		
KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667 persdeferredcomp@mail.state.ky.us EXECUTIVE DIRECTOR Robert C. Brown Don Dampier Pat Gardner PAYOUT COUNSELING Lyriss Cunningham Dick Ernst Julie Gordon INVESTMENT & RECORDS Kimberly Ball Leanne Barger Jody Dunn Barbara Hedrick Amy Mosby Sandi Whitaker PARTICIPANT SERVICES Gayle Davis Jean Glore Sue Gravitt Donna Towles Jean Henning Lori Kays Brenda Stovall		
DEPARTMENT FOR EMPLOYEE RELATIONS COMMISSIONER'S OFFICE, SUITE 511 (4-7911) Julie True, x 2121 Kim Kain, x 2120		
DIVISION OF EMPLOYEE BENEFITS LIFE INSURANCE SUITE 511 (4-6847) Cathy Clark, x 2410 Darlene Stewart, x 2128 WORKERS COMPENSATION SUITE 511 (4-6847) Melissa Clay, x 2125 Mandy Flynn, x 2251 Angela Gould, x 2134 Jeffrey Hockensmith, x 2301 Valerie McGraph, x 2333 Debbie Mitchell, x 2123 Donna Shelton, x 2113 Bill Smith, x 2126 Vickie Smitha, x 2200 Paula Spicer, x 2250 EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327 Mary Jane Cowherd, x 222 Doug Crowe, Sr., x 224 Barbara D. Henderson, x 225 Trina Jennings, x 223 Tammy Tyson, x 221		
DIVISION OF COMMUNICATIONS & RECOGNITION SUITE 511 (4-3433), 866-725-5463 DIRECTOR'S OFFICE Ivory Henry, x 2110 Tina Johnson, x 2118 COMMUNICATIONS Margaret Harney, x 2140 WORKPLACE RELATIONS Shanea Bush, x 2023 Linda House, x 2017 EMPLOYEE RECOGNITION Debbie Bohannon, x 2117		

DEPARTMENT FOR PERSONNEL ADMINISTRATION COMMISSIONER'S OFFICE, ROOM 530 Herb Sheetinger (4-2428, x 2512) David Cooke (Suite 517, 4-6920, x 2633)	
DIVISION OF EMPLOYEE RECORDS DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484) Jackie Shrout, x 2544 Kimberly Hatter, x 2561 PAYROLL, ROOM 535 (4-6883) Gail Cooper, x 2528 Stephen Hayden, x 2513 Julia Hughes, x 2553 Carol Kelien, x 2519 Jo Ann McAlister, x 2518 Greg McGaughey, x 2527 Donna Parker, x 2515 Betty Warford, x 2514 PROCESSING/FILES, ROOM 531 Carolyn Bruce, 4-6873, x 2532 Sissy Burnham, 4-6873, x 2535 Lisa Case, 4-6873, x 2531 Sandra Darneal, 4-6873, x 2534 Connie Heady, 4-6873, x 2533 Mary Jane Johnson, 4-7543, x 2554 Dena McGuire, 4-7543, x 2539	
DIVISION OF CLASSIFICATION & COMPENSATION DIRECTOR'S OFFICE, 801 TETON TR (573-0318) Dale Shelton, x 229 Jim Stanley, x 222 CLASSIFICATION Peggy Brady, x 223 Carla Gray, x 225 Phyllis Harris, x 227 Vickie Hatchel, x 224 Marilyn Vance, x 233 COMPENSATION Krista Hayden, x 221 Debbie Parido, x 232 Gary Shrout, x 231 Mark Thompson, x 226	
DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, SUITE 517 (4-6920) David Cooke, x 2633 EMPLOYMENT COUNSELING (4-8030) Jan Akers, x 2629 Shona Alderson, x 2626 Scotty Barker, x 2615 Stuart Clark, x 2603 Kim Combs, x 2602 Sam Ewing, x 2628 Mary Greenwell, x 2661 Kristy McCoy, x 2636 Marilyn Marshall, x 2624 Karen Neeley, x 2625 Rose Nipp, x 2648 William Sander, x 2634 Kay Wallace, x 2638 Tracy Young, x 2660 APPLICANT PROCESSING (4-8030) Kevin Chism, x 2651 Deborah Cook, x 2612 Denise Driver, x 2616 Stephanie Hart, x 2618 Denise Jones, x 2622 Farrah Keith, x 2627 Warren Raybon, x 2630 Betty Shropshire, x 2613 Peggy Smith, x 2610 Robin Smith, x 2621 Flo Warner, x 2614 STAFFING ANALYSIS (4-6702) Marina Alford, x 2647 Rebecca Billings, x Claudette Collins, x 2606 Holly Davis, x 2656 Gay Lee, x 2644 Samuel Moore, Sr., x 2658 Kimberly Roush, x 2645 Kevin Shipp, x 2649 Brenis Taylor, x 2646	
REGISTER, (4-6922) Melissa Baughn, x 2653 Roberta Brownlee, x 2643 Dorothy Burton, x 2657 Cheri Chambers, x 2635 Sharen Fogle, x 2654 Kay Goodwin, x 2659 Beth Hicks, x 2655 Wanda Searcy, x 2639 Sharon Smither, x 2642 Lucy Wheeler, x 2637	
OFFICE OF PERFORMANCE MANAGEMENT DIRECTOR'S OFFICE, 801 TETON TR. (573-0325) Johnny Keene, x 234 Regina Gravitt, x 235	
Class & Comp (Teton Trail) Deferred Comp Employee Records (Rm 535) Employee Relations (Suite 511) Health Insurance (Room 503) KEAP (Bush Building) Life Insurance (Room 503) Member Services Branch (Suite 501) Performance Mgmt (Teton Trail) Secretary's Office (Rm 516) Staffing Services (Director's Office) Staffing Services (Register) Staffing Services (Emp. Cnsl) Systems Management (Room 529) Workers Comp (Suite 511)	FAX 573-0324 FAX 573-4494 FAX 564-5826 FAX 564-4311 FAX 564-1085 FAX 564-5189 FAX 564-4034 FAX 564-0364 FAX 573-0324 FAX 564-7603 FAX 564-3588 or 564-5251 FAX 564-5414 FAX 564-0512 FAX 564-2274 FAX 564-9119 IDMS (Room 529) State Operator Employee Info Line Quick Copy Small Conference Room Large Conference Room Conference Room – Teton Trail File Room – Teton Trail Smoke Room – Teton Trail Janitorial Staff
	564-0198, x 2241 564-3130 564-8339 or 866-725-5463 564-2670 Speakerphone x2223 / Handset x2215 Speakerphone x2229 / Handset x2522 573-0318, x 238 573-0318, x 239 573-0318, x 242 564-0198, x 2940